



VACANCY ANNOUNCEMENT

POSITION: INFORMATION TECHNOLOGY SPECIALIST

OPENING DATE: October 18, 2013

CLOSING DATE: November 1, 2013

WORK HOURS: Full-time (40 hours per week)

SALARY: € 14,810.00

The U.S. Peace Corps Kosovo is seeking an individual for the position of **INFORMATION TECHNOLOGY SPECIALIST**.

BASIC FUNCTION OF POSITION

The IT Specialist will be working under the supervision of the Peace Corps Director of Management Office (DMO). The employee performs the full range of computer/Internet duties. The ITS has full responsibility for the computer/Internet systems for the Peace Corps office in Prishtina. The ITS also deals directly with the Peace Corps IT support office in Washington and within the region. The ITS will also be responsible for various training sessions for Peace Corps staff and Peace Corps Volunteers. The ITS is also responsible for additional tasks as assigned by the Director of Management Office (DMO).

A copy of the complete position description listing all duties and responsibilities is available upon request.

SELECTION CRITERIA

Mandatory

- Fluency in English.
- Demonstrated experience in any form of training including ad hoc or informal training of coworkers.
- At least two years experience in supporting and troubleshooting Windows computer systems within an office.
- Demonstrated experience providing technical support to computer users of various levels of computer skills in an office environment.
- Advanced knowledge of Microsoft 2008 server/services Virtualization, GPO, SQL Server, IIS, MS Exchange 2010, MS TMG, CISCO VoIP, Symantec enterprise solutions.
- Complete understanding of Active Directory.
- Extensive knowledge of Windows XP, Windows 7 and Microsoft Office 2007 for staff training purposes.
- Advance knowledge of MS SharePoint deployment and administration.
- Demonstrated ability in understanding and interpreting technical manuals and written and verbal instructions.

Desired

- Demonstrated experience with a US Government Agency.
- Advanced knowledge of the principles, methods, and techniques used in Windows systems administration and support.
- Effective interpersonal skills to communicate to all levels of the organization.
- Demonstrated experience with local area networks/wide area networks including experience installing and troubleshooting Internet connectivity.
- Completion of education with a Bachelor's Degree.
- On occasion, must be able to lift up to 40 pounds without assistance.
- MCSE, MCITP, CCNA Voice certification is an advantage.

TO APPLY

Important: Qualified and interested candidates should send a description of their qualifications, any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above and CV by e-mail to jobs@mk.peacecorps.gov (please state the position you are applying for and your last name in subject line of e-mail correspondence). Closing date: applications need to arrive no later than Friday, November 1, 2013. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

Resume or CV should include:

- First, Middle, & Last Names as well as any other names used
- Current Address, Day, Evening, and Cell phone numbers
- List any extended members of your family that work for the US Government (include their Name, Relationship, & Agency, Position, Location)
- Education, Skills, Trainings
- Language Skills
- Work Experience